



## Meeting Minutes

### Comprehensive Planning/Needs Assessment Sub-Committee Meeting

*Tuesday March 12, 2013*

**Members in attendance:** Leah Graham, Justin Irving, Amelia Reinwald, Curtis Weidner

**Staff in attendance (City of Austin HHSD):** Kimberly Williams (HIV Planning Council), John Waller (HIV Planning Council), and Gloria Bean (Health Resources Administrative Unit)

**Community members in attendance:** Deborah Lowndes, Jessica Pierce

**Meeting called to order at:** 6:05 p.m.

**Citizen Communications & Community Announcements:** None recorded

**Minutes from the February 19<sup>th</sup> committee meeting were approved.**

#### **Needs Assessment Update:**

John Waller gave a history and overview of past needs assessments from 2005 through 2010. He then presented a draft proposal for completing a comprehensive needs assessment in 2013, discussing timelines, activities, responsibilities, costs, and resources needed. The committee agreed that they would provide on-going input in the project as Mr. Waller proceeded. (Backup document was provided).

#### **Review of Client Satisfaction Survey/Quality Improvement**

The discussion was limited to how and when the client satisfaction survey is carried out and what role the committee would play in this process in the future. It was agreed to receive a more thorough update on work done to date from the former chair of the committee, Paul Hassell.

#### **Review of Universal Standards of Care**

Gloria Bean presented information to the committee for approval of standards of care pertaining to the service category case management. Ms. Bean also explained what standards of care were and the importance of them in the planning process.

#### **Comprehensive Plan Review Process:**

The committee reviewed the timeline of the comprehensive plan and went through the many objectives and goals, in an effort to identify what activities had taken place and the outcomes of listed activities.

#### **Action Items:**

- 1) Find out about available resources, costs, interns, temps, etc. to aid in the comprehensive needs assessment project.
- 2) Provide copies of summary data for client satisfaction survey.
- 3) Share Standards of Care from Gloria Bean.

**Meeting Adjourned at:** 8:00 p.m.